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ABSTRACT

This guide to career possibilities in hospital and health administration describes some of the skills required of a health or hospital administrator--interpersonal skills and managerial abilities; and also some of the varied tasks that such an administrator performs. It provides biographical sketches of several health administrators which illustrate both the type of training and the type of activities to be found among such personnel. The guide provides estimates of the types of earnings to be expected in the field; the personal requirements of health and hospital administrators; the ways to prepare for such a career; a list of graduate and undergraduate programs in health and hospital administration; the financial aid and work-study possibilities; some typical career titles; and selected sources of career information in hospital and health administration. (NG)

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EXPLORING CAREERS IN HOSPITAL AND HEALTH ADMINISTRATION

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Exploring Careers in Hospital and Health Administration

AN INVITATION TO A CAREER IN HEALTH ADMINISTRATION

What is the single most challenging issue facing health professions today? Not lack of resources, talent, trained personnel or specialized equipment but co-ordinating these into a system that serves the majority of people in the best possible way. Training programs for hospital administration began only 50 years ago with 3 schools offering programs by the end of World War II. Today, colleges and universities from coast to coast offer programs that are diverse and expanding to meet the needs of the changes in our society.

Health administrators provide community service through planning, coordinating, organizing, evaluating and directing the resources and procedures for providing health and medical care. There is a tremendous variety in both the work and skills required. Because the complexity and scope of health services are expanding, a health administrator working in a hospital might simultaneously supervise programs as varied as emergency treatment centers, counseling services, public health education programs, poison control and suicide prevention centers, outpatient clinics, services for the physically disabled, and community blood banks or any combination of these services.

The skills needed are also varied. For example, interpersonal skills are highly important since much of the health administrators' time is spent communicating with others in both formal meetings and informal discussions. These meetings deal with groups as diverse as patients, board members, community representatives, union representatives, doctors and staff workers. Managerial ability is necessary to insure the effective co-ordination of various units and to utilize the specialized skills of a staff.

Hospitals are by no means the only organizations employing persons trained in health administration. Mental health facilities, rehabilitation centers, ambulatory care centers, group practice plans, home health services and nursing homes require administrators. They are also employed by private insurance firms, local health planning boards, consulting and planning firms, and research programs which design, evaluate and implement health programs.

Opportunities also exist to teach or conduct research in educational programs which train health services administrators. Most of these positions require advanced study at the doctorate degree level and specialized work experiences.

Many positions in government service from the local to the national, and even the international level require persons trained in health administration. The Department of Health, Education and Welfare, the Veterans Administration and Armed Forces have positions, as do a variety of other federal, state, provincial, and local governmental agencies. Although a wide range of careers exist, the increase in the number of program graduates is keeping pace with the growth of new jobs. A degree should enable a person to obtain an entry level position. Advancement will depend upon the individual's ability and the existing opportunities.

If you want to explore the variety of career opportunities in health services administration, the following biographical sketches demonstrate a few of the career possibilities. The names are changed, but the positions and people described are real.

ROSEMARY BAKER

PRESENT POSITION: Executive Assistant at a Pre-paid Group Health Plan

DEGREES: Bachelor of Arts in History and Literature (B.A.)
Master of Public Health Service Administration (M.P.H.)

AGE: 25

After receiving her undergraduate degree, Rosemary decided to take a job in the "real world" before deciding about career plans or graduate school. She obtained a position in the computer science lab of a large, teaching hospital and this experience sparked her interest in a career in health organization. After two years, Rosemary decided to enter a graduate program.

With the completion of the master's program, she joined the newly created research department of a large consumer sponsored pre-paid group health plan, where it soon became evident that their research efforts were hindered by a lack of systematic and accurate data. With the approval of the plan's administrators, she developed a standard form for data collection, and was given the responsibility for its implementation and administration.

Rosemary's position has expanded to include the planning and implementation of a personal physician program and an interim medical care data system. Her position with the plan is loosely defined and enables her to see a project through from start to finish, which she finds rewarding.

MIKE SMITH

PRESENT POSITION: Associate Director of the Nursing Home Division of an Upstate New York County Health Department and Administrator of One of the County's Homes.

DEGREES: Associate of Arts in Liberal Arts and Humanities (A.A.)
Bachelor of Science in Health Service Administration (B.S.)

AGE: 26

Mike's first exposure to the health care field came through a part-time job in high school. The job was in a local hospital and the contacts with administrators that he made there lead him to enter an undergraduate health care program.

After completing field work and receiving his degree, Mike served briefly as an assistant administrator at a nursing home. He was then offered his current dual position and has been there for two and a half years. He is associate director for a medium-size skilled nursing facility and a smaller health related facility. His duties include the supervision of all personnel, through department supervisors; the compliance with governmental regulations; and responsibility for business management activities. Mike plans to remain in the field of nursing home administration and eventually enter a graduate program in health administration.

JOSÉ GONZALES

PRESENT POSITION: Assistant Hospital Administrator

DEGREES: Bachelor of Science in Social Sciences and Public Administration (B.S.)
Master of Health/Hospital Administration (M.H.A.)

AGE: 31

José entered the health field as a lab technician in the army. He pursued this vocation in civilian life until entering college. During his undergraduate years he became involved in the planning and development of a clinic to serve the health needs of the local Chicano community. When the clinic opened he served several years as an assistant administrator. This experience stimulated him to work for an advanced degree in the hospital and health care field.

After receiving his master's degree, José became an assistant administrator of a hospital in a pre-paid health plan. His responsibilities include the direct line supervision of the various hospital departments, providing administrative liaison with several medical staff committees, and coordinating a number of "in house" projects.

CHERYL PARKER

PRESENT POSITION: Assistant Administrator

DEGREES: Bachelor of Arts in Political Science (B.A.)
Master of Public Health in Hospital Administration (M.P.H.)

AGE: 26

As an undergraduate, Cheryl Parker spent her summer vacations working in a hospital, which led to a career in hospital administration.

While in graduate school, Cheryl taught hospital financial management to medical information science students. A research project on the planning and development of hospital-based skilled nursing facilities brought her into close contact with the nursing and patient care components of the hospital.

Upon graduation, she accepted the newly established position of Administrative Coordinator of Nursing at the hospital where she had served her residence. Cheryl's responsibilities included personnel management in the nursing department; the staffing and scheduling systems in nursing; and the development and control of the budgets for the nursing units. Cheryl also worked jointly with the clinical staff in the planning of new programs such as a six bed burn center.

After two years, Cheryl was promoted to assistant administrator of the hospital. She is now responsible for the areas of ambulatory care, emergency services, home health care, pharmacy, cardiology, pulmonary medicine, and respiratory therapy.

RON SCHMIDT

PRESENT POSITION: Superintendent of a Psychiatric Hospital

DEGREES: Bachelor of Science in Business Administration (B.S.)
Master of Health/Hospital Administration (M.H.A.)

AGE: 31

When Ron graduated with his B.S., the State Department of Mental Hygiene offered him a three year training program in mental health administration. The program included a one year internship within the department followed by a two year graduate program leading to a master's degree.

While in the graduate program, Ron was paid by the Department of Mental Hygiene and was obligated to remain with the Department for at least two years after receiving his degree. He met this obligation at one of the Department's hospitals, with responsibility for the business office and other major administrative functions.

After two years, Ron accepted the superintendency of a large state hospital in one of the New England States. He became the first non-psychiatrist to head the institution. Some accomplishments during Ron's period as superintendent include a major administrative re-organization of the hospital; reduction of the number of patients; and the development of an after-care program, in conjunction with community mental health centers, to serve discharged patients. In addition to his regular responsibilities, Ron teaches management and personnel administration at a local university and also serves as a preceptor for administrative residents from a graduate program in mental health administration.

MICHAEL HUME

PRESENT POSITION: Executive Assistant to the Deputy Commissioner of Health

DEGREES: Bachelor of Arts in Economics (B.A.)
Master of Business Administration in Hospital Administration (M.B.A.)

AGE: 24

Michael Hume works in the health department of one of the nation's largest cities. His position offers an opportunity to become involved with every phase of the city's health programs. He assists in the coordination of monitoring and evaluation activities of the city's health agencies and then summarizes and advises the Commissioner in regard to these programs.

Mike believes that the position he holds will provide the wide range of experience and contacts necessary for success in the field. He plans to round out his experiences by becoming involved with the operational aspects of hospital administration.

STEVE JANSEN

PRESENT POSITION: Associate Director of a Regional Health Planning Council

DEGREES: Bachelor of Science in Business Administration (B.S.)
Master of Science in Health/Hospital Administration (M.S.)

AGE: 25

While working his way through college, Steve served as an ambulance driver

and emergency room attendant. As a result of this experience, he applied to a graduate program emphasizing emergency medical care and planning.

Shortly after entering the master's program, he heard about a nearby community where ambulance service had been abandoned. Steve developed a whole new emergency medical service system for this community. He helped obtain a grant to purchase new ambulances and developed and taught a course for emergency technicians. His efforts earned a great deal of publicity and were very much appreciated by the people of the community.

Steve's first position after graduation was as the associate director of a regional health planning council. During this period, he worked in the area of hospital facilities, shared services, and emergency services planning. Two years later, Steve moved to another state to become the associate director of a city health planning council. He sees his new position as a particularly good opportunity to assist hospitals in the development of shared services. He has also become involved in establishing a metropolitan hospital council.

EARNINGS AND WORKING CONDITIONS

Earnings will vary considerably depending upon the administrator's experience and training, the size and location of the health facility and the level of the position. Graduates of master's-level programs with little or no experience can expect starting salaries in the range of $12,000 to $17,000 annually. Individuals with experience in the health field and other professional training can expect to start higher.

Health administrators normally work standard office hours. Often their responsibilities require them to attend evening meetings so working sixty (60) hours per week is not unusual.

In the event of a disaster, an administrator may be required to coordinate services for emergency conditions, demanding unusual time and responsibility. Periodically health facilities must be inspected for accreditation or special attention must be given to budget preparation. Also, as part of the job, most health service administrators attend several conferences and educational seminars each year where current problems in the health field are discussed.

PERSONAL REQUIREMENTS

Health administrators have the opportunity to play a leading role in the planning, organization and delivery of health care. The most important requirement is a commitment to public service. The administrator must be willing to assume responsibility and provide leadership. Dealing with the complex problems faced in everyday work requires a creative and analytical mind and the ability to implement solutions. Good communications skills—both oral and written—are a necessity. Students with bilingual ability are valuable since many occupational and work settings are in multicultural environments.

As a key member of a health team responsible to the community, the health administrator must possess a high degree of integrity and accountability. The successful administrator inspires and holds the confidence of co-workers. This requires patience, the ability to listen, to analyze and make decisions. In decision-making, the attitudes and needs of staff, patients and public must be considered.

As a community leader, s/he must be willing to work long and sometimes irregular hours and be available to serve in emergencies. This requires stamina

and flexibility. Since the nature of the work is basically mental, some physical handicaps do not prevent entry into this occupation. If this sounds like a big order, it's because health administration is a demanding profession.

PREPARING FOR A CAREER IN HEALTH ADMINISTRATION

The following are five ways of preparing for this career:

1) Enroll in a university with an undergraduate program in hospital and health administration. Universities offer an opportunity to take electives while taking the required health administration courses. Such programs allow students to enroll in a variety of courses, which enhance their preparation.

2) Enroll in a university with a strong academic program in the student's area of interest. An undergraduate degree in any of a number of fields may qualify the student for admission to a graduate program in hospital or health administration. Undergraduate emphasis in liberal arts, business, and the social and physical sciences are all good preparation for advance study in health administration.

3) Enroll in a community junior college. These schools can provide two years of preparation toward a bachelor's degree in the students' area of interest. This two year program also allows students to fulfill the requirements in terms of the more basic courses needed for any area of specialization. This community setting permits students to participate in volunteer activities or to possibly work as an aide in the field in which they hope to specialize.

4) Enroll in a graduate program in hospital and health administration. Graduate Programs in health administration consist of one or two years of full-time study. Many also include a period of administrative residency, under the supervision of a practicing administrator, in a hospital or other health service organization. Students planning on pursuing a doctoral degree should expect to spend at least four years in completing graduate study.

5) Work in a hospital or other health service organization and take extension courses or attend a program as time permits. Such work experience is good preparation for graduate study. Students might perform some junior administrative function, or work in the office, lab, or pharmacy for example, depending on their particular interest and academic background. Working in a specific occupation can assist students in better identifying potential majors and alternative careers to pursue. For example, health careers such as: audiologist, biomedical engineer, dental assistant, dentist, dietician, financial manager, laboratory technologist, medical illustrator, medical record librarian, social worker, nurse, nursing assistant, occupational therapist, optometrist, pharmacist, physiotherapist, physician, psychologist, rehabilitation counselor, or speech therapist may be of interest and more closely meet students' aptitudes or abilities, should they decide not to pursue a career in health administration.

Participation in an academic program is necessary to help develop the wide range of skills needed for a career in health administration. Both undergraduate and graduate programs teach prospective administrators skills needed to perform effectively as professionals. A bachelor's degree is the minimum requirement to compete for positions at the middle management level. A master's degree from an accredited graduate program will open opportunities for entry into upper-level management positions. For most college-level teaching or research positions a doctorate is required. In many instances, persons entering the field usually begin in middle management positions and are selected for upper-level management once they have gained some experience and demonstrated their abilities in this career.

The Association of University Programs in Health Administration (AUPHA) consists of universities in the United States and Canada that offer degrees in hospital and health administration. (For a list of these, see pages 7-10) Inquiries about admissions requirements and curriculum offerings should be sent to the admissions counselor or program directors of the universities in which students are interested.

Graduate programs may be accredited by the Accrediting Commission on Graduate Education for Hospital Administration. The Commission's purposes are to establish criteria for graduate education in hospital and health administration; to determine if individual university programs are in compliance with the criteria set forth by the Commission; and to provide the public and the educational and professional communities with the findings of the Commission.

For a free updated list of accredited programs write to:

Accrediting Commission on Graduate Education
for Hospital Administration
One Dupont Circle, Suite 420
Washington, D.C. 20036

HOSPITAL AND HEALTH ADMINISTRATION PROGRAMS

GRADUATE PROGRAMS

*Graduate Program in Hospital and Health Administration; School of Community and Allied Health Resources; University of Alabama in Birmingham; University Station; Birmingham, Alabama 35294

*Division of Health Services Administration; 13-103 Clinical Sciences Building; University of Alberta; Edmonton, Alberta, Canada T6G 2G3

Center for Health Services Administration; College of Business Administration; Arizona State University; Tempe, Arizona 85281

*U.S. Army-Baylor University Program in Health Care Administration; Academy of Health Sciences, U.S. Army; Fort Sam Houston, Texas 78234

Health Care Management Program; School of Management; Boston University; 685 Commonwealth Avenue; Boston, Massachusetts 02215

*Graduate Curriculum in Hospital Administration; School of Public Health; University of California, Berkeley; 404 Earl Warren Hall; Berkeley, California 94720

*Program in Health Services Management; School of Public Health; University of California, Los Angeles; Los Angeles, California 90024

*Graduate Program in Hospital Administration; Center for Health Administration Studies; Graduate School of Business; University of Chicago; 5720 South Woodlawn Avenue; Chicago, Illinois 60637

Program in Community Health Organization; College of Community Services; University of Cincinnati; Cincinnati, Ohio 45221

*The Department of Health Care Administration; City University of New York; 17 Lexington Avenue, Box 313; New York, New York 10010

*Program in Health Administration; Department of Preventive Medicine; School of Medicine; University of Colorado Medical Center; 4200 East Ninth Avenue; Denver, Colorado 80220

*Graduate Program in Health Services Administration; School of Public Health; Columbia University; 600 West 168th Street; New York, New York 10032

*Sloan Program of Hospital and Health Services Administration; Graduate School of Business and Public Administration; Cornell University; Malott Hall; Ithaca, New York 14853

*Department of Health Administration; Duke University; Box 3018, Medical Center; Durham, North Carolina 27710

*Graduate Program in Health and Hospital Administration; University of Florida; J. Hillis Miller Health Center, Box 215 MSB; Gainesville, Florida 32601

Graduate Program in Health Management; Division of Management; Florida International University; Miami, Florida 33199

*Department of Health Care Administration; School of Government and Business Administration; George Washington University; 2018 Eye Street, N.W.; Washington, D.C. 20052

*Institute of Health Administration; School of Business Administration; Georgia State University; University Plaza; Atlanta, Georgia 30303

Program in Administration of Health Services; School of Public Affairs; University of Houston at Clearlake City; 2700 Bay Area Boulevard; Houston, Texas 77058

Health Services Administration Department; School of Business and Public Administration; Howard University; 2345 Sherman Avenue, N.W.; Washington, D.C. 20059

Graduate Program in Health Administration; Department of Preventive Medicine; Medical Center; Indiana University; 1100 West Michigan Street; Indianapolis, Indiana 46202

*Graduate Program in Hospital and Health Administration; College of Medicine and Graduate College; University of Iowa; S-517 Westlawn; Iowa City, Iowa 52242

Department of Health Care Organization; School of Public Health; Johns Hopkins University; 615 North Wolfe Street; Baltimore, Maryland 21205

Graduate Program in Public Administration—Health Concentration; Departments of Political Science and Human Ecology; University of Kansas; Lawrence, Kansas 66045

*Program and Bureau of Hospital Administration; School of Public Health #2; University of Michigan; 1420 Washington Heights Street; Ann Arbor, Michigan 48104

*Program in Hospital and Health Care Administration; School of Public Health; University of Minnesota; 1260 Mayo Memorial Building, Box 97; Minneapolis, Minnesota 55455

Department of Health Care Administration; School of Pharmacy; The University of Mississippi; University, Mississippi 38677

*Graduate Studies in Health Services Management; School of Medicine; University of Missouri; M505 Medical Center; Columbia, Missouri 65202

*Département d'Administration de la Santé; Faculté de Médecine; Université de Montréal 2375 Côte Ste-Catherine; Montréal 250, Québec, Canada

Center for Studies in Aging; School of Community Services; North Texas State University; Denton, Texas 76203

*Program in Hospital and Health Services Administration; Graduate School of Management; Northwestern University; 2001 Sheridan Road; Evanston, Illinois 60201

*Graduate Program in Hospital and Health Services Administration; School of Allied Medical Professions; Ohio State University; 1583 Perry Street, Suite 543; Columbus, Ohio 43210

*School of Health Administration; University of Ottawa; 545 King Edward Avenue; Ottawa, Ontario, Canada K1N 6N5

*Graduate Program in Health Care Administration; University of Pennsylvania; The Colonial Penn Center; 3641 Locust Walk; Philadelphia, Pennsylvania 19174

Graduate Program in Community Systems Planning & Development Program; Pennsylvania State University; University Park, Pennsylvania 16802

*Department of Health Services Administration; Graduate School of Public Health; University of Pittsburgh; 231-A Parran Hall; Pittsburgh, Pennsylvania 15261

*School of Public Health; Medical Sciences Campus; University of Puerto Rico; G.P.O. Box 5067; San Juan, Puerto Rico 00936

*Department of Hospital and Health Care Administration; Saint Louis University; 1438 South Grand Boulevard; Saint Louis, Missouri 63104

*Graduate Studies in Health Services Administration; School of Allied Health Professions; Health Sciences Center; State University of New York at Stony Brook; Stony Brook, New York 11794

*Department of Health Administration; School of Business Administration; Temple University; Philadelphia, Pennsylvania 19122

*Department of Health Administration; Community Health Division; Faculty of Medicine; University of Toronto; Fitzgerald Building; Toronto, Ontario, Canada M5S 1A1

*Department of Health Care Administration; Trinity University; 715 Stadium Drive; San Antonio, Texas 78284

*Graduate Program in Health Systems and Hospital Administration; Department of Health Systems Management; School of Public Health and Tropical Medicine; Tulane University; 1430 Tulane Avenue; New Orleans, Louisiana 70112

*Department of Hospital and Health Administration; School of Allied Health Professions; Medical College of Virginia; Virginia Commonwealth University; MCV Station, Box 203; Richmond, Virginia 23298

Graduate Program in Health Services Administration; Wagner College; 631 Howard Avenue; Staten Island, New York 10301

*Graduate Program in Health Care Administration; School of Medicine; Washington University; 724 South Euclid Avenue; Saint Louis, Missouri 63110

*Graduate Program in Health Services Administration and Planning; Department of Health Services; School of Public Health and Community Medicine; University of Washington—SC-37; Seattle, Washington 98195

*Program in Health Services Administration; Center for Health Sciences; University of Wisconsin; 1225 Observatory Drive; Madison, Wisconsin 53706

Program in Health Services Fiscal Management; Graduate School of Business; University of Wisconsin; 1155 Observatory Drive; Madison, Wisconsin 53706

*Graduate Program in Hospital and Health Administration; Xavier University; 1405 Dana Avenue; Cincinnati, Ohio 45207

*Program in Hospital Administration; Department of Epidemiology and Public Health; School of Medicine; Yale University; 60 College Street; New Haven, Connecticut 06510

*Accredited by the Accrediting Commission on Graduate Education for Hospital Administration.

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UNDERGRADUATE PROGRAMS

Program in Health Services Administration; College of Community Services; University of Cincinnati; Cincinnati, Ohio 45221

Program in Hospital Administration; Concordia College; Moorhead, Minnesota 56560

Program in Health Services Management; School of Allied Health; Ferris State College; Big Rapids, Michigan 49307

Administration of Health Services Program; School of Allied Health Professions; Ithaca College; Ithaca, New York 14850

Health Care Administration and Planning Division; Meharry Medical College; 1005 Eighteenth Avenue, North; Post Office Box 18; Nashville, Tennessee 37208

Naval School of Health Care Administration; National Naval Medical Center; Bethesda, Maryland 20014

Health Care Management Program; Business Division; Northwood Institute; Midland, Michigan 48640

Health Planning and Administration Program; Pennsylvania State University; University Park, Pennsylvania 16802

Health Services Administration Program; Providence College; Providence, Rhode Island 02918

Health Services Administration Program; School of Allied Health and Natural Sciences and the School of Business; Quinnipiac College; Mount Carmel Avenue; Hamden, Connecticut 06518

Health Services Management Program; Sangamon State University; Springfield, Illinois 62708

Program in Health Care Administration; College of Health Related Professions; Wichita State University; Wichita, Kansas 67208

FINANCIAL AID

Educational expenses are comparable to those of a master's degree program in other academic subjects. There usually are a limited number of traineeships and other scholarships or financial aids available through the institution offering the program.

For information about the financial aid available at a specific university, write directly to the program director and the financial aid officer at the college or university, as both may have useful information.

WORK-STUDY PROGRAM

A summer work-study program for the purpose of acquainting interested undergraduates with the field of health administration is sponsored jointly by the Association of University Programs in Health Administration and the National Association of Health Services Executives. In this program, talented sophomore and junior minority-group students spend a summer working and studying in a hospital or other health care organization. During 1975 over 200 minority group students in 21 cities across the country participated in the work-study program. Inquiries regarding application materials should be directed to:

The Office of Education Opportunity (AUPHA)
1755 Massachusetts Avenue, N.W.
Washington, D.C. 20036

OUTLOOK

Just as you find it difficult to predict your future employment setting, it is difficult to predict the demand for hospital and health administrators. Health administration is a field in which the possibilities of great personal satisfaction and an increased public awareness of health care delivery problems attract many competent people. Although the health care sector is expanding, the increased number of graduates makes competition for the best positions very keen.

Health administration is a developing profession and it needs bright, hard-working men and women. If interested in the profession, talk to health administrators at local hospitals, planning agencies, nursing homes, mental health centers, or other health related organizations. Ask them to discuss their profession, talk about its variety, its problems, and its rewards, or even spend a day on the job.

SOME TYPICAL CAREER TITLES

Listed below are a sample of position titles held by some of the graduates of health administration programs. While some of these titles may describe the same or similar positions, they were randomly selected to give an idea of the variety of positions held by program graduates in the United States and Canada.

HOSPITALS & MEDICAL CENTERS

Administrator of a Community Hospital
Director of Business & Finance at a University Hospital
Director of Financial Planning at a Medical Center
Director of Nursing Services at a Hospital
Fiscal Officer at a U.S. Navy Hospital
Hospital Analyst at a Veterans Administration Hospital
Vice President of a General Hospital

HEALTH MAINTENANCE ORGANIZATIONS, PRE-PAID GROUP HEALTH PLANS & CLINICS

Clinic Administrator
Manager of a Pre-paid Group Health Plan
Project Coordinator for a Health Maintenance Organization Feasibility Study
Systems and Procedures Analyst for a Pre-paid Group Health Plan

MENTAL HEALTH AND PSYCHIATRIC FACILITIES

Administrator of a Mental Health Center
Administrator of a Psychiatric Hospital
Director of Drug Addiction Services at a County Mental Health Department

FEDERAL, STATE, LOCAL & PROVINCIAL AGENCIES

Regional Program Director at U.S. Department of Health, Education & Welfare
Special Project Officer at U.S. Department of Health, Education & Welfare
Health Administrator for a County Correctional Facility
Health Planning Consultant for a Provincial Health Agency
Planning Coordinator for a State Development Office

ASSOCIATIONS & COMMISSIONS

Executive Director of a Regional Hospital Council
Executive Director of a Provincial Hospital Commission
Health Services Administrator for a Provincial Hospital Commission
Regional Coordinator for a Health Association

INDUSTRY & BUSINESS

Health Care Consultant for a Consulting Firm
President of a Health Planning Firm
Vice President of Administration & Planning for a Health Insurance Company

ACADEMIC INSTITUTIONS

Associate Dean for Administration at a Medical School
Assistant Professor at a University School of Nursing
Assistant Professor of Community Medicine & Public Health
Research Associate at a Health Sciences Center of a University

SELECTED SOURCES OF CAREER INFORMATION IN HOSPITAL AND HEALTH ADMINISTRATION

To learn more about the field of health administration, as well as the activities of hospital administrators, you should look for the following sources of information in your local libraries (e.g. university, public, hospital and high school) or counseling offices (e.g. university or high school). For the addresses of local state health service organizations, contact the National Health Council, 1740 Broadway, New York, N.Y. 10019.

CAREER INFORMATION

Books

Kirk, W. R. Your future in hospital and health services administration. New York, N. Y.: Richard Rosen Press, 1975.

U. S. Department of Labor, Manpower Administration. Health careers guidebook (3rd ed.). Washington, D. C.: Government Printing Office, 1972.

Pamphlets

Hospital Administrator. Brief #131. Careers, 1211 10th Street, S. W., Largo, Florida, 33540, 1974. $.45.

Hospital Administrator. Brief #121. Chronicle Guidance Publications, Moravia, N. Y., 13113, 1972. $.50.

Hospital Administrator. Brief #235. Science Research Associates, 259 East Erie Street, Chicago, Illinois, 60611, 1972. $.55.

Your Career in Hospital Administration. American College of Hospital Administrators, 840 North Lake Shore Drive, Chicago, Illinois, 60611, 1972. Free.

Films

Screenscope, Inc. (Producer). The fixing business. 16mm, color, 14 minutes, Association of University Programs in Health Administration, One Dupont Circle, Washington, D. C., 20036. Rental - $15. Purchase - $50.

HEALTH CARE

Books

Anderson, O. National health insurance: implications for the management of hospitals. Chicago, Illinois: American College of Hospital Administrators, 1974.

Fuchs, V. R. Who shall live? Health, economics and social choice. New York, N. Y.: Basic Books, Inc., 1974.

Neuhauser, D., & Wilson, F. Health services in the U.S. Cambridge, Massachusetts: Ballinger, 1974.

Periodicals

Inquiry. Quarterly, Blue Cross Association, 840 North Lake Shore Drive, Chicago, Illinois.

Medical Care. Bi-monthly, Lippincott Co., East Washington Square, Philadelphia, Pennsylvania.

Urban Health. Bi-monthly, Urban Publishing Co., 1198 Lynhurst Dr., S. W., Atlanta, Georgia.

Further Suggested Readings

The Annals of the American Academy of Political Sciences, Vol. 399, January 1972, (entire issue devoted to health, especially note article by: Mechanic, D. Human problems and the organization of health care. pp. 1-11.)

Scientific American, Vol. 229, September 1973, (entire issue devoted to medicine, especially note articles by: Goddard, J. L. The medical business. p. 161; Knowles, J. H. The hospital. p. 128 & Saward, E. W. The organization of medical care. p. 169.)

HEALTH ADMINISTRATION

Books

Abernathy, W. J., et al. (Eds.). The management of health care. Cambridge, Massachusetts: Ballinger, 1975.

Donabedian, A. The aspects of medical care administration: specifying requirements for health care. Cambridge, Massachusetts: Harvard University Press, 1973.

Hepner, J. O., & Hepner, D. M. The health strategy game; a challenge for reorganization and management. St. Louis, Missouri: Mosby, 1973.

Levey, S., & Loomba, N. P. (Eds.). Health care administration: a managerial perspective. Philadelphia, Pennsylvania: Lippincott, 1973.

Levey, S., & Loomba, N. P. (Eds.). Health care administration: a selected bibliography. Philadelphia, Pennsylvania: Lippincott, 1973.

Monographs

AUPHA Task Force on Financial Management. Financial management of health care institutions: an outline and annotated bibliography. Association of University Programs in Health Administration, One Dupont Circle, Washington, D. C. 20036, October 1975. $3.50.

Further Suggested Readings

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Battistella, R. Toward a definition of health services management: a humanistic orientation. International Journal of Health Services, Vol. 4, Fall 1974, p. 701.

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Further Suggested Readings

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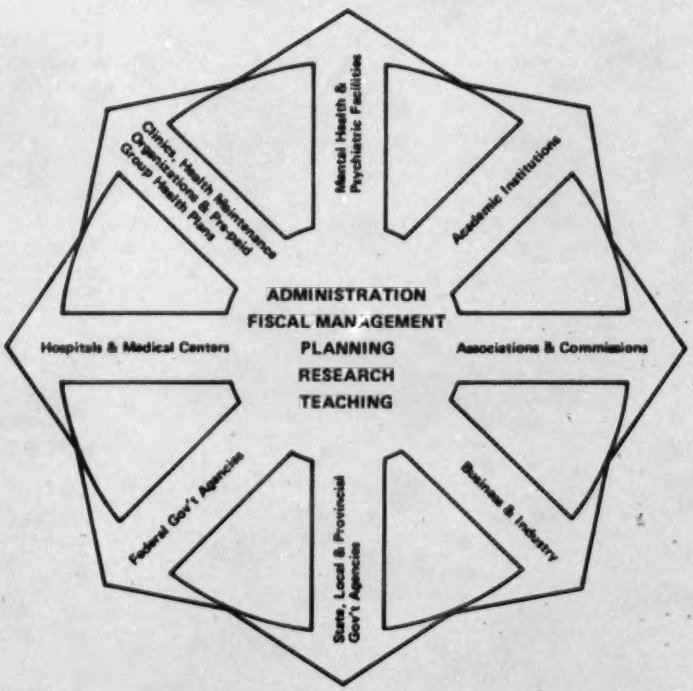
EDUCATIONS AND OCCUPATIONS



NOTE: This chart is for illustrative purposes only and does not represent all employment possibilities for individuals with training in hospital and health administration.

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